

# Lamar University

## Educational Technology Leadership Internship

### Part 1

#### Field-based Activities Weekly Report

**Instructions:** Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

<b>Date: Week of April 4<sup>rd</sup>, 2011</b>		<b>Total Internship hours at the start of the week:</b>	52.25
<b>Day</b>	<b>Functions</b>		<b>Hrs</b>
<b>Mon</b>	<b>Day's Activities</b>	Analyzed our AUP and ISP. Obtained a copy of three school district's (Floydada, Frenship, Cypress Hill) AUP and ISP. (Standard 6)	1.75
	<b>Communication with Supervisor</b>	Advised Mr. Marshall about this project. He was encouraged about this project. He said we were in great need of evaluating and updating our AUP and ISP.	
<b>Tue</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Wed</b>	<b>Day's Activities</b>		.75
	<b>Communication with Supervisor</b>	Spoke with Mr. Marshall about his input on what he desired to be included in the revised AUP and ISP. He directed me to visit with our superintendent. I visited with Mr. Motheral. He ask to oversee the revisions.	
<b>Thur</b>	<b>Day's Activities</b>	Wrote the revised AUP and ISP for my district, taking wording and excerpts from each of the three acquired versions as well as our current version. (Standard 6)	2.5
	<b>Communication with Supervisor</b>		
<b>Fri</b>	<b>Day's Activities</b>		.25
	<b>Communication with Supervisor</b>	Met with our superintendent, Mr. Motheral. Gave him my revised AUP and ISP. Set a time to meet (next Monday) to go over any revisions.	
<b>Sat</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sun</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Hours worked this week:</b>			5.5
<b>Total internship hours to date including this week:</b>			57.75

<b>Date: Week of April 11<sup>th</sup>, 2011</b>		<b>Total Internship hours at the start of the week:</b>	57.75
<b>Day</b>	<b>Functions</b>		<b>Hrs</b>
<b>Mon</b>	<b>Day's Activities</b>		.5
	<b>Communication with Supervisor</b>	Met with Mr. Motheral about any revisions he desired in the AUP and ISP. Mr. Motheral cited a couple misspelled words and asked to rephrase one portion of the AUP. Other than that he approved of the new AUP and ISP. (Standard 6)	
<b>Tue</b>	<b>Day's Activities</b>	Made the requested corrections and presented the final copies to Mr. Marshall and Mr. Motheral.(Standard 6)	.75
	<b>Communication with Supervisor</b>	Presented final copies to Mr. Marshall and Mr. Motheral.	
<b>Wed</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Thur</b>	<b>Day's Activities</b>	Obtained service ticket reports and analysis from Allison Robertson. These reports were based upon the previous technology coordinator during the 2009-2010 school year. (Standard 7)	.75
	<b>Communication with Supervisor</b>	Advised Mr. Marshall about my project. Because of the way the previous technology coordinator left, he asked me to keep the survey low key.	
<b>Fri</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sat</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sun</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Hours worked this week:</b>			2.00
<b>Total internship hours to date including this week:</b>			59.75